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PERSONNEL DIRECTOR MEMORANDUM NO. -53

SUBJECT: Personnel Career Service Training Activities

RESCISSION: PDM No. 31-52, Subject: Designation of Training Liaison Officer, dated 23 June 1952

1. This memorandum establishes the policy for Personnel Career Service training activities and is applicable to all individuals who receive the career designation PE. Training activities as covered herein are those planned instructions given either on or off the job for the purpose of increasing employee capabilities for better job performance.

2. To the end that the mission of the Personnel Career Service be accomplished with efficiency and economy, it is the policy that:

(a) Training needs be identified quickly enough to get benefit from development of the skills involved, and that each need be met on the basis of its urgency.

(b) Only such training be given as required to develop specific abilities essential to most effective and economical performance of assigned mission.

(c) Each employee be provided the opportunity of developing his capabilities to the maximum extent that can be used by the Personnel Career Service.

(d) Each employee be provided the instruction needed by him in achieving and maintaining optimum production within a minimum period of time.

(e) Each employee be motivated to develop his abilities through his own efforts.

(f) Primary attention be given to on-the-job training of employees by their supervisors, with off-the-job training being given only when more efficient and economical.

(g) Required training be given to present and new employees before they are assigned to a specific job, when practicable.

3. Types of Training. The following types of training will be available to members of the Personnel Career Service:

(a) Training in the duties of their assignments, and internal training and rotation in the various functions of the Personnel Career Service including the personnel activities of all Agency components.

(b) Indoctrination, orientation and training offered by or through the Office of Training including training in other government agencies and in educational institutions.

(c) Career development assignments to other components of the Agency.

4. Requests for Training. A Training Request (see attached) must be submitted when it is desired that an individual take any training including courses conducted by the Office of Training, by other Agency components, or by outside institutions. (The primary purpose of requiring completion of a Training Request when an individual desires to take courses of instruction on his own time and at his own expense is to obtain security clearance for such action. No such Requests will be refused within the Personnel Office, and the individual will thus be relieved of the necessity for any further action to obtain the necessary security clearance.) A Training Request must also be submitted for any inter-division or inter-staff training within the Personnel Office, or for

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career development assignments outside the Personnel Career Service.

Requests may be initiated by the employee or by the immediate supervisor. Training Requests will be submitted in duplicate through the appropriate staff or division chief to the Personnel Office Training Officer who has the authority to approve all Requests except those involving more than two weeks' absence from work or the expenditure of training funds. The Personnel Office Training Officer will forward all Requests that contemplate extended absence or expenditure of funds together with recommendation to the Personnel Director for review. After a decision has been made, approval or disapproval will be noted on both copies, and the original will be returned to the initiator through appropriate channels. The duplicate will be retained by the Training Officer, who, if the Request is denied, will forward the copy for inclusion in the individual's personnel folder, and if approved will execute any forms required by the Office of Training as the result of the approval, and will defer filing the Request until such time as he may file with it a verification of completion or abandonment of the training. This verification will ordinarily be in the form of a report on the student's accomplishments by the facility conducting the training. These reports will be discussed by the Training Officer with the individual's immediate supervisor.

5. The Personnel Office Training Officer

(a) The Personnel Office Training Officer is responsible for coordinating the training function within the Personnel Career Service. To accomplish this he will:

(1) Provide the Personnel Director and the Personnel

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(2) Prepare for the Personnel Director and the Personnel Career Service Board quarterly reports on training received by members of the Personnel Career Service. Each staff and division chief will provide reports of any training conducted within his jurisdiction during such period.

(3) Prepare the annual Personnel Office estimate of funds required for external training.

(b) The Training Officer will also serve as Training Liaison Officer and is responsible for liaison with the Office of Training in regard to training of members of the Personnel Career Service. To accomplish this he will:

(1) Coordinate training requirements within the Personnel Career Service in order to help bring about realization of training objectives and communicate these requirements to the Office of Training.

(2) Ascertain the availability of Office of Training resources for assisting the Personnel Career Service to meet its training requirements.

(3) Provide the Office of Training with names of persons assigned to the Personnel Career Service who will participate in Agency sponsored training programs.

(4) Provide division and staff chiefs and the Training Officers of other Agency components within which there are CD-PE personnel with information of training opportunities within or outside the Agency for which members of the Personnel Career Service may apply.

(5) Perform the specific duties assigned him in this memorandum in connection with processing all training and career development requests.

6. Supervisory Responsibilities

It will be the continuing responsibility of supervisors at all levels to assure that their subordinates are afforded every opportunity to participate in training programs that will contribute to the individual's effectiveness. To accomplish this, they will:

(a) Conduct appropriate intra-component training at their own level and make recommendations regarding rotation or training among components at the next higher level. If this type of training contemplates activity beyond the staff or division level it will be formalized by the submission of a Training Request as in paragraph 4, above.

(b) Evaluate on a continuing basis the training requirements for subordinates under their supervision (this in addition to the intermittent, formal statement in the PER).

(c) Give complete dissemination to all issuances received from the Personnel Office Training Officer regarding training opportunities.

7. Records of Training Completed

As stated in paragraph 4, above, adequate documentation of all training conducted by the Office of Training, other Agency components, and by outside institutions at Agency expense, will be accomplished. However, this, as well as all other training and orientation, whether taken inside or outside the Agency, will be reported by the trainee on the first Personnel Evaluation Report submitted after the training is completed.

(when complete)

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To: Personnel Office Training Officer

Training Request (See PDH -53)					Date:	
1. Name (Last, First Initial)		2. Grade	3. Title:		4. Div./Staff	
5. Age	6. Sex	7. Marital Status	8. Length of Service	in CIA	in Personnel	
9. Title & description of training to be taken (include no. of hours, inclusive dates, and if outside Agency, name of institution and instructors if known, whether credit given and thesis required).						
10. Specific objectives to be accomplished or level of proficiency to be obtained.						
11. Qualifications of individual for requested training. Include summary of background and experience both academic and professional.						
12. Expense to Agency. Include statement as to need for advance of funds.						
13. Remarks: Continuation of above answers or other remarks permissible on back.						
Concur: _____ Supervisor			Signed: _____ individual requesting training.			
Approved: _____ Date: _____						
Name: _____ Title: _____ for the Personnel Career Service						
Approved, no security objection (non-CIA courses on own time and at own expense)						
Date: _____						
Name: _____ Title: _____ for the Security Office						